

ARIZONA STATE BOARD ON GEOGRAPHIC AND HISTORIC NAMES

A.R.S. §41-835 - 41-836

BYLAWS

1. For basic guidance – other than that provided by statute and adopted board policies – the board follows the principles, policies, and procedures governing geographic names published by the United States Board on Geographic Names.
2. One deputy may be appointed by the head of the each of the following agencies or organizations, to serve a term contemporaneous to the member and have voting rights as delegated or in the absence of the appointed member.
 - The Department of Transportation
 - The State Land Department
 - The Department of Library, Archives and Public Records
 - The Arizona Historical Society
 - The Department of Commerce
 - The Department of Economic Security
 - A Geography Department of the Arizona Universityfollowing in the rotation of the appointed member
3. In the event that both of the public members are absent from a regular meeting, decisions of the board will be deferred until such time when at least one of the two public members are present to conduct business.
4. Regular meetings will be scheduled quarterly in January, April, July and October. To include new board appointees, whose terms begin on the third Monday of the month, the January meeting will be scheduled on the third Wednesday of the month. The April, July and October meetings will be scheduled on the first Wednesday of the month unless circumstances necessitate the Chair setting an alternative date.
5. Formal meetings of the board will be conducted in accordance with Robert's Rules of Order.
6. Officers of the board shall be elected at the first meeting of the year. The Vice Chair will accede to the position of Chair should Chair be unable to complete the elected term.
7. In the absence of the Chair and Vice-Chair from a meeting, the board may select a member as temporary Chair to preside at that meeting.

8. Special meetings may be called by the Chair or by a majority of the board for such reasons as either may deem appropriate.
9. Interim communication of the board may be conducted by mail, telephone, or electronic means.
10. The Chair shall be the official spokesperson for the board, and will have the responsibility for contact with the media. Any board member receiving an inquiry from an outside source, on any board activity, is requested to contact the Chair prior to commenting. The Chair may designate a member to speak to a specific group on behalf of the board. In the absence of, or at the request of the Chair, the Vice Chair will assume the duties of spokesperson for the board.
11. Docket lists of names will be in the format used by the U. S. Board on Geographic Names.
12. Additions and changes to the bylaws will require a vote of a majority of the board.

Adopted by the Arizona State Board on Geographic and Historic Names on July 7, 1999.